

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
Rehabilitation Programs

SALARY GROUP: B19

DEPARTMENT: Rehabilitation Programs Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Christopher Carter DATE: 11/17/2021

POSITION #: 045154

**I. JOB SUMMARY**

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Assists in the review of rehabilitation program functions and operations; reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources; and recommends and coordinates activities to produce a more effective program.
- B. Participates in program planning, development, implementation, analysis, and documentation; assists in the analysis and documentation of program policies; monitors, reviews, and evaluates compliance with program policies, procedures, and rules; and assists in preparing justifications for the implementation of procedural and policy changes.
- C. Assists program staff in determining trends and resolving technical problems; develops policy and procedure manuals; and provides technical assistance on program services.
- D. Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Psychology, Sociology, Criminal Justice, or a related field preferred. Master's degree in a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning public information, program administration, correctional treatment, technical program support, or criminal justice experience.
- \* Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of program planning and implementation.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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Page 3 of 3

10. Skill to develop and evaluate administrative and operational policies and procedures.

11. Skill to prepare and maintain accurate records, files, and reports.

12. Skill to review technical data and prepare technical reports.

13. Skill in public address.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.